

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
GBTGA (Go Back to Get Ahead) Program Administrator
UNIT IF APPROPRIATE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 85 Alumni Road, Newington, CT 06111

Hours:

Salary: \$64,826

Closing Date: March 10, 2014

General Knowledge: The GBTGA Program Administrator will coordinate the technical, administrative and reporting elements of a state-wide initiative to increase the re-enrollment of adult students in one of the Connecticut State Universities, Community Colleges and Charter Oak State College; assist with the implementation of a CRM system including monitoring the communication flow and status updates, creating and managing dashboards and reporting results to program leaders; serve as the lead counselor providing academic and educational counseling to returning adult students; and collaborate with the ConnSCU schools to ensure a seamless enrollment process.

Preferred Skills and Ability:

Special Knowledge:

Position Summary:

The GBTGA Program Administrator provides operational management for the GBTGA project;
Manages the inquiry flow and ensures a timely response by the GBTGA team;
Creates and produces dashboards which detail project progress;
Creates and produces reports for project leaders;
Establishes and maintains a working relationship with key contacts at the partner institutions;
Work with the Director of Admissions, Director of Marketing to create a communication plan within the CRM;
Responds to inquiries received by email, phone and through a CRM system; records all activity in a timely fashion and identifies actions and status updates;
Advises returning adult students in person and remotely on their admissions, financial and academic options;
Assists students in understanding academic requirements and degree plan options across the ConnSCU system;
Works as part of the GBTGA team to achieve enrollment goals in accordance with the project plan;
Participate in events designed to encourage returning student enrollment;
Other duties as assigned that support the project goals

Special Experience:

Eligibility Requirement: Interested and qualified candidates who meet the above requirements should view the complete job description and submit a cover letter and resume by March 10, 2014 at www.charteroak.edu/AboutUs/Employment. No phone calls please. This position is durational in nature, starting on or about April 1, 2014 and ending on or about March 30, 2015. The position may be extended contingent upon additional funding.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.